

MEETING DAY _____ DATE _____ TIME: _____ AM/PM
Executive Session: START TIME: _____ END: _____ Re-open to Public ? YES Time: _____ NO

SUBJECT of Executive Session: _____

Location

Room

Board/Committee

AGENDA DUE BEFORE:

Signature of Chair/or designated Authority

Office Use Only

Meetings:

*Date Stamp
*Calendar WEB
Posting
*CFA

Agendas:

*Date Stamp
*Post Hard Copy
*E-file
*WEB Posting
*WEB Calendar
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Within 48 Hours

Town Clerk Stamp

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